POLICY MEMORANDUM #8

COURSE PREREQUISITES

JULY 23, 1999

DEFENSE ACQUISITION UNIVERSITY

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A. INTRODUCTION

According to DoD 5000.52M, "Acquisition Career Development Program," the Defense Acquisition University's (DAU) provides the training required for acquisition workforce personnel. The DAU does not have the authority to turn away students that have not taken the prerequisite DAU courses needed to succeed in such courses. As a result, the prepared students suffer when instructors digress from lesson plans to provide remedial instruction during class time. To remedy this situation, the Under Secretary of Defense for Acquisition and Technology has signed a policy entitled, "Setting Defense Acquisition University Course Prerequisites", June 17, 1999. This policy authorizes the DAU to enforce DAU course prerequisites for its courses. This policy also authorizes the DAU to establish procedures to implement this policy. This policy only applies to the traditional classroom environment. A separate policy will be forthcoming concerning the DAU distance learning courses.

B. PURPOSE

This Policy Memorandum describes the policy and procedures for enforcing DAU course prerequisites for students attending DAU courses.

C. APPLICABILITY AND SCOPE

The provisions of this Policy Memorandum apply to DAU Schools, the Directors of Acquisition Career Management (DACMs), and the DAU Headquarters staff.

D. DEFINITIONS

1. Directors of Acquisition Career Management (DACMs) – Assign military members and civilian employees to attend DAU courses. Each Service and the DoD agencies have a DACM who manages the education and training of their acquisition workforce.

2. Army Training Requirements Resource System (ATRRS) – Currently used by the DAU and DACMs to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements.

3. <u>Operating Support System (OSS)</u> – Will be used in the future by the DAU and DACMs to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements.

4. <u>Prerequisite Course(s)</u> – A course or courses where knowledge and skills attained are essential for successful participation in another course.

5. <u>Non-Roster Student</u> – A student who is not listed on the ATRRS/OSS-generated class roster.

E. <u>RESPONSIBILITIES</u>

1. The President, DAU:

a. Develops and coordinates policy and procedures for enforcing DAU course prerequisites for students attending DAU courses.

b. Monitors implemented policy and procedures.

c. Identifies course prerequisites.

2. Directors of Acquisition Career Management (DACMs):

a. Screen students for the appropriate prerequisite courses as identified in the DAU catalog prior to attendance at a specific course.

b. Enroll students who successfully meet the prerequisite, equivalency, or fulfillment criteria for attendance at a specific DAU course.

3. The Schools/Faculty:

a. Develop a 30-minute test for each course based on prerequisites listed in the DAU online catalog.

b. Generate a class roster from ATRRS/OSS.

c. First day of class, screen for those students not listed on the roster but who are attending the course.

d. Administer an educationally sound test to non-roster students who cannot document successful completion of prerequisite DAU course(s) or fulfillment.

e. Based upon the test results, identify and terminate attendance of those students who do not meet the minimum standards to attend the course.

F. PREREQUISITE TESTING OF NON-ROSTER STUDENTS

Beginning on October 1, 1999, DAU will enforce course prerequisites by testing students in attendance the first day of class, who are not listed on an ATRRS/OSS-generated class roster or who cannot document successful completion of prerequisite DAU course(s) or fulfillment.

1. The schools will generate a class roster that has been created from ATRRS/OSS data NLT the Friday prior to the start of the course.

2. The course instructor(s) will screen for those students not listed on the roster but who are attending the course. Students who cannot show documentation that supports their successful completion of a DAU prerequisite course(s) or a DD Form 2518, Fulfillment of DoD Mandatory Training Requirement(s), will be required to take a prerequisite test.

3. The prerequisite test should be administered during lunch and take no longer than 30 minutes to complete. Students must correctly answer 80% of the test questions to demonstrate minimal prerequisite skills and knowledges needed for successful participation in the current course.

4. Students will be notified of their results prior to the start of afternoon class. Those students who do not achieve a score of at least 80% correct answers will be asked to leave.

G. PREREQUISITE TEST DEVELOPMENT

1. All lead schools who have courses requiring prerequisites will be responsible for the development of an educationally sound test bank of questions.

2. It is the responsibility of the lead faculty to ensure that test content is derived from material that is presented in a prerequisite course or courses through coordination with the other sponsoring school(s). A DAU education specialist will approve all test questions prior to classroom testing. Prerequisite course(s) are stated in the DAU online catalog.

3. It is the responsibility of the lead school to ensure all other offering schools are provided with test materials prior to October 1, 1999. The lead school will also be responsible for providing offering schools with revised testing material when changes are made to the prerequisite courses or to the prerequisite test.